

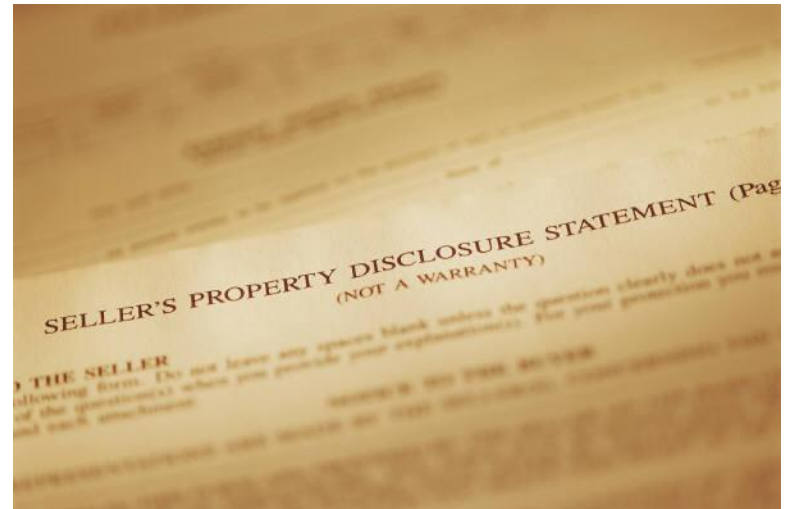
Records Management and You

September 23, 2014

Erin Lowry, State Records Analyst

Why Records Management Matters

- Citizens have a right to know.
- Records have historical importance.
- Good record keeping makes your job easier.
- It's the law.



South Carolina Public Records Act

- The legal justification for state records management.

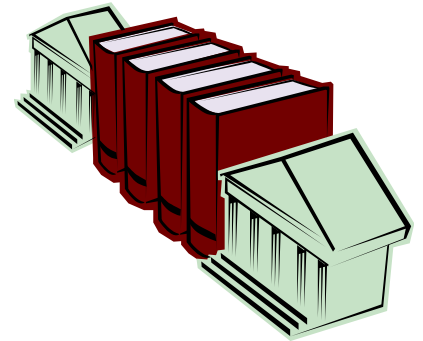
- *Code of Laws of South Carolina.*

<http://www.scstatehouse.gov/code/t30c001.php>

Title 30 - Public Records

CHAPTER 1.

PUBLIC RECORDS, REPORTS AND OFFICIAL DOCUMENTS



What is a Public Body?

- “any department of the State, any state board, commission, agency, and authority, any public or governmental body or political subdivision of the State, ...supported in whole or in part by public funds or expending public funds” *Code of Laws of South Carolina, 1976, Section 30-1-10(b)*

What is a Public Record?

- “includes all books, papers, maps, photographs, cards, tapes, recordings, or other **documentary materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body...**” *Code of Laws of South Carolina, 1976, Section 30-4-20(c) as amended aka The Freedom of Information Act*

Examples

- Record: completed forms, correspondence, maps, drawings, photographs, and reports
- Non-Record: convenience copies for reference, publications not evidence of governmental activities, including catalogues, trade journals, pamphlets, blank forms

Noteworthy Sections of SC PRA

SECTION 30-1-20. Custodians of records; records officer.

- chief administrative officer
 - Is legal custodian of these records
 - Is responsible for carrying out the duties and responsibilities of this chapter
 - may appoint a records officer to act on his behalf

Noteworthy Sections of SC PRA

SECTION 30-1-30. Unlawful removing, defacing or destroying public records.

- A person who
 - unlawfully removes a public record
 - alters, defaces, mutilates, secretes, or destroys
 - is guilty of a misdemeanor

Noteworthy Sections of SC PRA

SECTION 30-1-40. Records shall be turned over to successor or to Archives.

- A person having
 - custody of public records
 - expiration of his term of office or employment
 - shall deliver to his successor, or if there is none, to the Archives, all public records in his custody

Noteworthy Sections of SC PRA

SECTION 30-1-70. Protection and restoration of records.

- legal custodian shall
 - protect them against deterioration, mutilation, theft, loss, or destruction
 - keep them secure in vaults or rooms having proper ventilation and fire protection
- public records of long term or archival value in danger of loss
 - [may] be transferred to suitable storage...or other necessary preservation measures...”

Noteworthy Sections of SC PRA

SECTION 30-1-90. (A) Archives shall assist in creating, filing and preserving records; inventories and schedules.

- The Archives may
 - examine the condition of public records
 - give advice and assistance to public officials in...
creating, filing, preserving, and making available the
public records in their custody
 - establish records schedules mandating a time period for
the retention of each series of records [which] must be
approved by the governing body of...each agency...and
by the Director of the Archives

Noteworthy Sections of SC PRA

SECTION 30-1-90. (D) Archives shall assist in creating, filing and preserving records; inventories and schedules.

- Records...in the transaction of public business
 - [must] be disposed of, destroyed, or erased [with] an approved records schedule.
 - [must] be documented and reported in accordance with procedures developed by the Archives

Noteworthy Sections of SC PRA

SECTION 30-1-100. (E) Additional powers and duties of Archives.

- Any public records
 - destroyed or otherwise disposed of in accordance with the procedure authorized in Sections 30-1-90 and 30-1-110
 - Liability [for] custodian shall cease.



True or False Quiz

(Get your thinking cap on!)

1. Public records are only in book or paper format.
2. When an employee leaves a job, he may take any or all public records with him.
3. Public records may be disposed at any time.
4. Records schedules mandate the minimum amount of time a record can be kept.
5. Committees, subcommittees, and advisory committees are not considered public bodies.

Fill in the Blank

1. Public records may be disposed of with an approved _____.
2. The Archives assists agencies in creating an _____ of public records in their custody.
(The process of locating, identifying, describing, and counting records in a storage area.)
3. Only the _____ copy of a record must be scheduled.

Still Quizzing (and still thinking!)

4. The _____ of a public body is the legal custodian of its records.
5. The individual in answer 4, may appoint a _____ to act on his behalf.
6. Legal custodian of records shall protect them from _____, _____, _____, _____ or _____ and keep them _____.

Retention Schedules

- Describes the records, the length of time they should be retained, and indicates their final disposition
- Two types – General and Specific
- Minimum Retention Periods
- “Official” or “Record” copy of a record
- Based on content versus medium

General Schedules

Records common to all agencies



Format

- First line – regulation number and series title.
- Part A – Description: statement describing use and informational content
- Part B – Retention: time period indicating minimum length of time records should be retained by agency before their disposition

General Schedule Examples

12-306. Administrative Files (Executive Levels)

A. Description: Document actions of an agency director, deputy director and division directors. Information includes memoranda and reports concerning agency policy, organizational and program development records, non-routine fiscal data, personnel information and related notes. These records reflect administration of policy, coordination of agency functions, and management of program activity.

B. Retention:

- (1) Agency: 3 years after fiscal year. Microfilm optional.
- (2) State Archives: Selection of needed documentation. Permanent.

12-307. Administrative Reference Files (Non-Executive Levels)

A. Description: Routine office management files retained below the agency director, deputy director and division director levels. Included are memoranda, reports, printed matter and other reference materials. Topics include: job activities, program material, general office information, professional associations, charitable affairs, parking for staff, disaster preparedness, and other related topics.

B. Retention: Until no longer needed for reference; destroy.

12-325. Motor Vehicle Operations And Maintenance Files

A. Description: Files of motor vehicle operations and maintenance. Included are requests for state vehicles, vehicles inspection/use reports, motor vehicle accident reports, motor vehicle inventories, and other related information.

B. Retention: 3 years; destroy.

12-335. Telephone Logs

A. Description: Listing of telephone calls made by agency personnel for a particular time period. Logs reflect date, time, caller, recipient of call, and nature of business discussed.

B. Retention: 3 years and until reconciliation of telephone billing, destroy.

Specific Schedules

Created specifically for your agency

- Agency's name appears on schedule

Create a specific schedule when:

- The record is unique to your agency
- Retentions in General Schedules do not fit your retention needs
- Need to Use State Records Center storage



South Carolina Department of Archives & History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I Agency

DEPARTMENT OF TRANSPORTATION
ENGINEERING
PRE-CONSTRUCTION
RIGHT OF WAY
RECORD GROUP # 233

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

10092 (REVISED) and 15861

Dec. 5, 2011 Machelle Wilson McLeod Prog. Coord. I
Date Signature of Agency Representative Title

PART II Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

12-12-11 W. L. Emerson
Date Director, Department of Archives and History



DEPARTMENT OF TRANSPORTATION

Record Group Number: 233

ENGINEERING

PRE-CONSTRUCTION

RIGHT OF WAY

10092 DOCUMENTS OF CONVEYANCE

Description

Created by the Right of Way Office to record transmittal of property ownership to the South Carolina Department of Transportation concerning rights-of-way acquired by the agency. Information consists of title to real estate and associated restrictive covenances, easements, condemnation pleadings, permissions, and railroad agreements reflecting transfer of ownership and permission to perform work on property in connection with road projects.

Retention

Agency: Until no longer needed for reference.
State Archives: PERMANENT

Revised.

15861 SUPPORTING DOCUMENTATION (DOCUMENTS OF CONVEYANCE WORKSHEETS, ETC.)

Description

Created by right of way agents and used to review the negotiation process prior to the right of way conveyance to the South Carolina Department of Transportation to assure policy and procedures were properly followed. Information consists of agent worksheets, documentation supporting the acquisition, i.e. offer letters to property owners to purchase property for a set amount, right of way agent's statements, and descriptions of improvements with the right of way as well as any other negotiations between the agent and property owner prior to securing documents of conveyance needed for road construction/improvement projects throughout the state.

Retention

3 years after final payment of funds for project, destroy.

Inventory

- The process of locating, identifying, describing, counting, and measuring all records regardless of medium in office and storage areas
- Use staff familiar with their office records for guidance in describing records
- Label records using General Schedules or create a specific schedule using the Inventory Form

*See Information Leaflet #17: How to Conduct a Records Inventory

Inventory Form (ARM-1)

- Agency staff completes one per record series based on inventory of records
- Records Analyst at Archives drafts a Specific Schedule based on the inventory form
- Final schedule approved by Agency Head (or designated Records Officer) and Archives Director for implementation



South Carolina Department of Archives and History Division of Archives and Records Management RECORD SERIES INVENTORY FORM		Action Required <input type="checkbox"/> Establish Schedule <input type="checkbox"/> Revise Schedule <i>Schedule Number</i>	
TYPE OR PRINT CLEARLY. COMPLETE ONE FORM FOR EACH RECORD SERIES. RECORD GROUP NUMBER:			
Section A. Identification of Program Unit and Contact Person			
1. State or Local Agency		2. Division or Office	
3. Subdivision		4. Program Unit	
5. Person Completing Form: (Name) (Date)		(Title)	(Telephone)
Section B. Description of Records			
6. Record Series (a) Title: (b) Variant Title:		7. Dates of Records (a) Beginning to Ending (b) Missing Dates:	
8. Are records still created? <input type="checkbox"/> yes <input type="checkbox"/> no		9. Are records indexed? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, title and location:	
10. Arrangement of Record Series <input type="checkbox"/> Alphabetically by <input type="checkbox"/> Chronologically by <input type="checkbox"/> Numerically by <input type="checkbox"/> Unarranged <input type="checkbox"/> Alphanumeric by <input type="checkbox"/> Other			
11. Description of Records			
(a) Who creates and/or uses the records and for what purpose?			
(b) Informational Content			
(c) Value of Records (check all that apply) <input type="checkbox"/> Administrative <input type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical <input type="checkbox"/> Other			
(d) Are these records vital? <input type="checkbox"/> yes <input type="checkbox"/> no			
(e) Reference Frequency times <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly for ___ months ___ years. Never after			

SECTION B. DESCRIPTION OF RECORD SERIES (CONT.)

12(a) Characteristics (check the medium to left of record format):

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Paper | <input type="checkbox"/> Audio Visual | <input type="checkbox"/> Microfilm | <input type="checkbox"/> Computer Machine Readable |
| <input type="checkbox"/> Legal Size | <input type="checkbox"/> Audiotape | <input type="checkbox"/> Roll Film | <input type="checkbox"/> Tape |
| <input type="checkbox"/> Letter Size | <input type="checkbox"/> Motion Picture | <input type="checkbox"/> Aperture Cards | <input type="checkbox"/> Disk |
| <input type="checkbox"/> Bound Volume | <input type="checkbox"/> Video Tape | <input type="checkbox"/> Microfiche | <input type="checkbox"/> Diskett (Floppy) |
| <input type="checkbox"/> Computer Printouts | <input type="checkbox"/> Photo Print | <input type="checkbox"/> Jackets | <input type="checkbox"/> Punch Cards |
| <input type="checkbox"/> Maps, Plans, Drawings | <input type="checkbox"/> Photo Glass | | |
| <input type="checkbox"/> Publications | | | |
| <input type="checkbox"/> Other | | | |

12(b) Total Volume and Location of Records (by cu. ft.) 12(c) Total volume generated per year

Office

(Most recent year)

State Records Center

Other Storage

Specify:

13. Condition of Records: ☐ Good ☐ Fair ☐ Poor
☐ Molded ☐ Dirty ☐ Torn ☐ Other

14. Confidential? ☐ yes ☐ no. If yes, cite authority.

15. Record is

☐ original - Location of duplicate:

☐ duplicate - Location of original:

16. Summarized: ☐ yes ☐ no

Title and Location of Summary Record

SECTION C. PROPOSED RETENTION PERIOD AND DISPOSITION

17. Subject to: ☐ Audit ☐ Sunset Review ☐ Other (specify):

18. Legal retention requirement? ☐ yes ☐ no. If yes, cite authority

19. The proposed retention period for this record series should be implemented as follows (check all that apply)

☐ Retain in program office space for ☐ years ☐ months
 Transfer to state/local facility for ☐ years ☐ months
 Transfer to State Records Center for ☐ years ☐ months

☐ Other (Specify) _____

Final Disposition (following completion of retention period)

☐ Destroy ☐ Transfer to State Archives ☐ Transfer to Approved Repository

20. Additional Comments

RECORD SERIES INVENTORY FORM

Action Required

☒ Establish Schedule

☐ Revise Schedule

Schedule Number

TYPE OR PRINT CLEARLY. COMPLETE ONE FORM FOR EACH RECORD SERIES. RECORD GROUP NUMBER: 132

Section A: Identification of Program Unit and Contact Person

1. State or Local Agency

South Carolina Department of Corrections

2. Division or Office

Programs and Services

3. Subdivision

Substance Abuse

4. Program Unit

5. Person Completing Form: (Name)

(Date) Donna C. Smith

(Title)

Administrative Spec.

(Telephone)

896-8554

Section B: Description of Records

6. Record Series

(a) Title: Inmate Referral/Correspondence Log

(b) Variant Title:

7. Dates of Records

(a) Beginning 7/99 to Ending 2006

(b) Missing Dates:

8. Are records still created? ☒ yes ☐ no

9. Are records indexed? ☒ yes ☐ no

If yes, title and location:

Desk
Bring black binder on administrative Specialist

10. Arrangement of Record Series

☐ Alphabetically by

☒ Numerically by

☐ Alphanumeric by

☒ Chronologically by date

☐ Unarranged

☐ Other

11. Description of Records

(a) Who creates and/or uses the records and for what purpose?

Administrative Specialist creates the Referral/Correspondence Log.
This is a list of inmates to be referred to the ATU Program.

(b) Informational Content Inmate's name, number, referral date, log number, referral source, and action taken.

(c) Value of Records (check all that apply)

☒ Administrative

☐ Legal

☐ Fiscal

☐ Historical

☐ Other

(d) Are these records vital? ☐ yes ☒ no

(e) Reference Frequency 3 times ☐ daily ☒ weekly ☐ monthly ☐ yearly

for 3 months years. Never after 3 months

Copy of this form

*Placement Coordinator
Specific criteria for eligibility.
& Review/Screening done by another dept.
If appropriate - then it goes to
Inmate is notified - Substance has copy
& officers in inmate jacket*

SECTION B: DESCRIPTION OF RECORD SERIES (CONT.)

12(a) Characteristics and Volume (check the medium and indicate volume to left of record format:

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Paper | <input type="checkbox"/> Audio Visual | <input type="checkbox"/> Microfilm | <input type="checkbox"/> Computer Machine Readable |
| <input type="checkbox"/> Legal Size | <input type="checkbox"/> Audiotape | <input type="checkbox"/> Roll Film | <input type="checkbox"/> Tape |
| <input type="checkbox"/> Letter Size | <input type="checkbox"/> Motion Picture | <input type="checkbox"/> Aperture Cards | <input type="checkbox"/> Disk |
| <input type="checkbox"/> Bound Volume | <input type="checkbox"/> Video Tape | <input type="checkbox"/> Microfiche | <input type="checkbox"/> Diskette (Floppy) |
| <input type="checkbox"/> Computer Printouts | <input type="checkbox"/> Photo Print | <input type="checkbox"/> Jackets | <input type="checkbox"/> Punch Cards |
| <input type="checkbox"/> Maps, Plans, Drawings | <input type="checkbox"/> Photo Glass | <i>3 Ring Binder</i> | |
| <input type="checkbox"/> Publications | | | |
| <input type="checkbox"/> Other | | | |

12(b) Total Volume and Location of Records (by cu. ft.) 12(c) Total volume generated per year

Office: *Binder on bakers rack*

State Records Center

Other Storage

(Most recent year)

Specify:

13. Condition of Records: ☒ Good ☐ Fair ☐ Poor
☐ Molded ☐ Dirty ☐ Torn ☐ Other

14. Confidential? ☐ yes ☒ no. If yes, cite authority.

15. Record is

☒ Original - Location of duplicate: *N/A*

☐ duplicate - Location of original:

16. Summarized: ☐ yes ☒ no

Title and Location of Summary Record

SECTION C: PROPOSED RETENTION PERIOD AND DISPOSITION

17. Subject to: ☒ Audit ☐ Sunset Review ☐ Other (specify):

18. Legal retention requirement? ☐ yes ☒ no. If yes, cite authority

19. The proposed retention period for this record series should be implemented as follows (check all that apply)

- | | | |
|--|----------------|--------|
| <input checked="" type="checkbox"/> Retain in program office space for | <i>3</i> years | months |
| <input type="checkbox"/> Transfer to state/local facility for | years | months |
| <input checked="" type="checkbox"/> Transfer to State Records Center for | <i>3</i> years | months |

☐ Other (Specify) _____

Final Disposition (following completion of retention period)

☒ Destroy ☐ Transfer to State Archives ☐ Transfer to Approved Repository

20. Additional Comments

Value of Records

- **Administrative:** Needed to conduct program business and/or daily course of business
- **Fiscal:** Document receipt, management and expenditure of public funds and usually subject to audit
- **Legal:** Information on legal rights and obligations of government or its citizens; created or maintained in litigation
- **Historical:** Document authority and mission; governmental impact on citizens and state's resources

Records Management Detectives

Group Exercise

- WHAT
- WHERE
- WHEN
- HOW
- WHY



Record Destruction

- No public record should be destroyed unless allowed by retention schedule
- Report on Records Destroyed (ARM-11) must be completed by Records Officer and forwarded to Archives
- Agency retains a copy to document legal disposition of records



Report on Records Destroyed (ARM-11)

**SC Department of Archives and History
DIVISION OF ARCHIVES & RECORDS MANAGEMENT
REPORT ON RECORDS DESTROYED**

1. STATE OR LOCAL AGENCY:

2. RECORD GROUP NUMBER:

3. DIVISION OR OFFICE:

4. DATE (M/D/Y):

5. The records listed below have been disposed of in accordance with provisions of the PUBLIC RECORDS ACT, CODE OF LAWS OF SOUTH CAROLINA, 1976, Sections 30-1-10 through 30-1-140, as amended, and approved Records Retention Schedules.

SIGNATURE OF RECORD OFFICER'S OR REPRESENTATIVE:

6. RECORD SERIES TITLES	7. RECORD SERIES NUMBER	8. INCLUSIVE DATES	9. VOLUME (CuFt)	10. DATE OF DESTRUCTION (M/D/YYYY)
			0.00	Total Cubic Feet

Factors to Consider when “Going Electronic”

- Volume of Records
- Retention Period
- Frequency of Use
- Level of Distribution

Disposal of Original Paper Records Stored as Digital Images

- Disposition of records with 10 years or more retention must comply with items 1-7 on Information Leaflet #13, Public Records Stored as Digital Images
- Complete ARM-13 form for each series
- Paper records must not be destroyed until after Archives approves and returns signed form

Information Leaflet #13

Public Records Stored as Digital Images

- 1.Ensure appropriate indexes or other finding aids are used.
- 2.Maintain copies of digital records in secure off-site storage.
- 3.If digital storage system changes, records must be migrated and converted to new system so they remain accessible.

Information Leaflet #13 - Continued

Public Records Stored as Digital Images

4. Sample copies of digital records at least once a year to make sure data is readable. Recopy if necessary.
5. Certify that digital records have been visually inspected and are legible and correct.
6. Certify that you have established written procedures and maintain written documentation of compliance with #2-5.
7. Obtain authorization in advance from SCDAH.

ARM-13

SC DEPARTMENT OF ARCHIVES & HISTORY
**AUTHORIZATION FOR DISPOSAL OF
ORIGINAL PAPER RECORDS STORED AS
DIGITAL IMAGES**

RETURN TO:

SC Department of Archives & History
Records Services Branch
8301 Parklane Road
Columbia, SC 29223-4905
Telephone: 803-896-6132 FAX: 803-896-6138

1. RECORD GROUP NUMBER:

INSTRUCTIONS

1. Complete one form for each record series.
2. Complete all of Part I.
3. Under Part II, check box A or box B, as appropriate, and sign.
4. Send the form to the address at left.
5. Do not destroy the paper records until we return the form to you with Part III completed.
6. Upon receipt of the form, destroy the records, complete Part IV, and retain the form permanently to document the disposal.

PART I - IDENTIFICATION OF RECORD

2. Name of State Agency or Local Government	3. Name of the Division, Section, or Office
4. Record Series Title	5. Schedule Number
6. Inclusive dates of paper records to be destroyed	7. Cubic feet of records to be destroyed (estimate)
8. Retention period (If less than 10 years, check box A under Part II below. If 10 years or more, check box B.)	9. Is this a vital record? (Essential to the continuity of services during a disaster or to the restoration of daily business when it has been interrupted) <input type="checkbox"/> YES <input type="checkbox"/> NO
10. Are security copies of the digital records and indexes being placed in off-site storage? <input type="checkbox"/> YES <input type="checkbox"/> NO	11. If yes, where are the security copies being stored?
12. Name of Person Completing Part I	13 Telephone number

ARM-13 – Continued

PART II - CERTIFICATION

RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS

- A. ☐ I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that the digital image records have been visually inspected and are legible and correct.

RECORDS WITH A RETENTION PERIOD OF 10 YEARS OR MORE

- B. ☐ I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that my Agency or local government will comply with items 1-7 on page 2 of Public records information leaflet no. 13, *Public records stored as digital Images: policy statement* (revised 24 June 2005).

14. Name/title of authorized state agency or local government representative:

15. Signature:

16 Date

PART III - STATE ARCHIVES APPROVAL

17. Disposal of the original (paper) records identified in Part I is

☐

APPROVED

☐

NOT APPROVED

18. Reason for non-approval

19. Signature of State Archives representative

20. Date

PART IV - DISPOSAL VERIFICATION

I have properly disposed of the paper records identified in Part I

21. Signature of person disposing of records

22. Disposal date.

Electronic Records

- Electronic records include:
 - Scanned images (originally paper; ARM13 Form)
 - “Born” digital
 - Email
- User assures legibility, retention/organization, accessibility
- Electronic Document and Records Management Systems (EDRMS)
 - how reliable is system/vendor
 - how much human interaction
- Information Leaflet 13



E-MAIL



Benefits:

- Increase efficiency in job; records retrieval
- Replace paper; snail mail
- Ease of retrieval (correspondence, documents)

Challenges:

- Organization must create or purchase an email management system
- Users need education on how to manage; when to delete or destroy emails
- Collaboration between IT and Records Managers to assure emails “really” deleted

REMEMBER: CONTENT VERSUS FORMAT



Social Media



- No current State Archives policy
- Public Record based on definition in state Public Records Act
- Technology moving faster than records management practices



Social Media

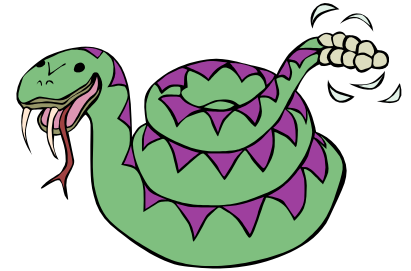
Issues to Consider

- What is the **Value**?
 - Is it a NEW record
 - Only need to maintain data associated with it
- How to **Preserve**?
 - Periodic screen shots
 - Capture in “native” form
 - Until superseded
 - Indexes of data
- Who **Owens** the information?
 - Public employees enter data
 - Private companies own platforms





Records Storage



Minimum Standards for Facilities which House South Carolina Public Records

- Sound Construction; well-maintained
- Clean; free of vermin; no eating, drinking
- Well-ventilated; no extreme temperature fluctuations
- No leaks, flooding or excessive moisture; 3 inches from floor
- Secure; protected (man-made and natural disasters)

State Records Center

Criteria for Storage

- Inactive Records – referred to less than once a month per box
- Series generated at rate of 10 cubic feet or more per year
- Retention for at least 3 years and no more than 10
- Paper records cannot also be filmed or imaged
- Must have retention schedule specifying storage time



Stores records until disposal or permanent transfer to Archives

State Records Center

- Contact: Richie Wiggers
src@scdah.state.sc.us or (803) 898-9980
- boxes and tape (vendors)
- transfer forms
- physical transfer
- reference requests



*See Information Leaflet#14:Storing Records at the State Records Center

Link to History



SC Department of Archives & History

Collection includes

- 1671 ledger of colonial secretary
- SC's original of the US Bill of Rights
- Original Ordinance of Secession
- Confederate Service Records
- Original Clarendon County petition led to desegregation of public schools

Archives & History Online

<http://scdah.sc.gov/>

Click “Records Management”

<http://rm.sc.gov/>

- General Schedules
- Forms
- Information Leaflets
- Laws and Regulations



Questions?

Staff Contact Information available at

<http://scdah.sc.gov/aboutus/Pages/agencydirectory.aspx>

Erin Lowry (803) 896-6128

elowry@scdah.state.sc.us

